



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY COMBAT READINESS CENTER**  
**FORT RUCKER ALABAMA 36362-5363**

CSSC-T

4 March 2015

**MEMORANDUM FOR AVIATION SAFETY OFFICER (ASO) STUDENTS**

**SUBJECT: Aviation Safety Officer Course (ASOC) Welcome Letter**

1. Welcome to the Aviation Safety Officer Course (ASOC). This six-week long course provides graduates with the basic knowledge, skills, abilities (KSAs), and competencies required to manage a company or battalion level Aviation Safety Program. Our primary objective is to produce safety officers with the skills, knowledge and confidence to fully support Commanders in the field. Areas of special focus are Composite Risk Management, Aviation Safety, Accident Investigation and comprehensive Occupational Safety and Health Administration Training.

2. Attendance prerequisites have been in effect since January 2008 and are posted to the Army Training Requirements and Resource System (ATRRS) and DA PAM 611-21. All officers must have completed the following computer based training prior to attendance:

**AMMO 45-DL**

<http://ammo.okstate.edu>

**Commander's Safety Course (2G-F94V3.1), Additional Duty Safety Course V2 (2G-F95-DL)**

<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>

**Accident Avoidance Course**

<https://safety.army.mil/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>

**Introduction to Hazardous Materials**

<https://training.fema.gov/EMIWeb/IS/IS5.asp>

**FEMA Professional Development Courses: IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244**

<http://training.fema.gov/IS/searchIS.asp?keywords=PDS>

3. Be prepared to submit prerequisite certificates of course completion on the first day of class. A copy of the individual's ATRRS Unofficial Transcript (available on AKO) is also acceptable and preferred.

4. All officers holding an aeronautical designator must have completed a minimum of 50 hours pilot-in-command (PC) time prior to course attendance. Acceptable documentation to verify PC time includes a copy of the individual's DA Form 759 or a memorandum from the Company Commander stating that the prerequisite has been met. Personnel that have not accrued 50 hours or more as a PC may request a waiver. Refer to the PC Waiver Information Paper on this website.

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5. Fort Rucker Institutional Training Travel Guidance: The Aviation Safety Officer Course falls under the ODCS, G-3/5/7 Institutional Training Directed Lodging and Meal Policy Travel orders will direct:

- a. Soldiers must utilize on-post government provided lodging. Class reservations for on-post lodging will be made by the school. Confirm your hotel reservation prior to travel at (334) 598-5216. Statements of non-availability will not be provided. Military Training Service Support students have priority.
- b. Soldiers attending ASOC will have meals provided five days per week at no cost with full meal per diem on weekends and federal holidays.
- c. Sending Commands are encouraged to support compact rental cars.
- d. In and around mileage for POV usage may be authorized by the Order Issuing Official and must be annotated on the traveler's orders (Refer to ALARACT 018/2010 - Training Travel Policy)

6. Weigh-in will begin at 0630 hours at Bldg. 3900 on the class start date for all American uniformed Service Members. Uniform for weigh-in will be the standard Army PT uniform. Sign-in and in-processing will begin promptly at 0800 hours at Bldg. 3900 for all attendees on the class start date per ATTRS. Your travel/arrival date to Fort Rucker is **one** day prior to the class start date. You are not required to sign in to the Combat Readiness Center (USACRC), Fort Rucker installation or staff duty office. Report for duty and sign in at the time and place listed above.

7. The duty uniform for military personnel is the ACU. Civilian personnel attending the course are required wear business attire, (slacks and dress shirts; no blue jeans or collarless shirts). We do not conduct regularly scheduled physical fitness (PT) training; however, if you wish to conduct PT on your own, you must bring your complete Army PT uniform, which is required to utilize the Fort Rucker facilities during the hours of 0530-0730, Monday-Friday.

8. The ASOC graduation ceremony will take place at 1130 on the last day of the course. Students should not make travel arrangements that conflict with scheduled training.

9. Point of contact is Kevin D. Mitchell; Chief, Aviation Safety Officer Training Program at DSN: 558-0268, Commercial 334-255-0268, or email at [kevin.d.mitchell14.mil@mail.mil](mailto:kevin.d.mitchell14.mil@mail.mil).

//ORIGINAL SIGNED//  
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